

APPENDIX E

ACWA SFY2010 Grant Requirements

ACWA Grant Minimum Requirements:

- Project proposal must address ACWA priority or priorities identified in Appendix C or D.
- All project proposals must be submitted using the on-line application found on the DEC website: http://www.dec.state.ak.us/water/acwa/acwa_index.htm. If you do not have internet access, contact the staff listed below for other options.
- Proposals must contain an appropriate method for evaluating the project results, with an emphasis on measurable environmental improvement. Project proponents shall describe benefits of the project, such as projected NPS pollutant load reduction (e.g. reductions in sediment, nutrient, etc...), water quality improvements (e.g., ambient chemistry), feet of streambank habitat restored, maintenance or restoration of natural flow regime, etc...
- Proposals must be received no later than the grant application closing date of February 23, 2009.

ACWA Grant Funding Requirements

ACWA grants are funded by the following sources; Clean Water Act, Southeast Sustainable Salmon Fund, 310N, and Set Aside Wellhead Protection. The following requirements apply to all funding sources used in the ACWA grants unless otherwise specified.

Content Requirements

Projects should involve activities related to the implementation of NPS water pollution prevention or reduction. All projects must be consistent with the Alaska Clean Water Action (ACWA) strategies.

Legal Requirements

Statutory Laws: Clean Water Act, Davis Bacon Act, National Environmental Policy Act, National Historic Preservation Act,

Regulatory Laws: Title 40 CFR parts 7, 29, 30, 31, 32, and 34.

OMB Circulars: A-21, A-87, A-122, A-133 (as appropriate).

Deliverable Requirements

- **Required Quarterly Reports**

The Department grants administrator will provide templates to the Grantee for the required quarterly financial and MBE/WBE reports. The Grantee will use the financial templates to report quarterly expenditures for both the federal and matching funds of the project. The Grantee will use the MBE/WBE template to report quarterly procurement actions as they pertain to the Minority and Women's Business Enterprises Utilization law which requires the Grantee to identify and use qualifying businesses and report quarterly on their compliance. The Grantee is required to maintain complete and accurate records that are subject to monitoring by the Department. For additional details refer to Appendix F, Article 2.

- **Monitoring Data Entry**

In addition to a written project report, any water quality monitoring data collected by the project will be provided to the Department in accordance with the guidance and templates provided

at: <http://www.dec.state.ak.us/water/wqsar/storetdocumentaton.htm>. The guidance and templates show the layout required for STORET compatible files and detail the valid values for various fields used in STORET (e.g. characteristics, analytic procedures, HUCs, etc). The data will be provided to the Department electronically via email, CD, diskette, or via a File Transfer Protocol (FTP) website (to be determined). All data collected by Dec 31, 2009 will be furnished to the Department by March 31, 2010, and all data collected by the project will be furnished to the Department by July 31, 2010.

- **Project Photographs**

At least 3 electronic photograph(s) of the project will be submitted in a format suitable for publishing to the web. By submitting these photos, the Grantee agrees that they may be used in publications and distributed widely at the discretion of the funding agency. These photos will represent each of the following: the problem the project addresses, the project in progress, and the environmental benefit of the project. At least one of these photos must be submitted with the first quarterly report; the remainder will be submitted with the final report or sooner if available. Each photo will be at least 800 x 600 pixels in size and in JPEG format or other format acceptable to the Department. Included will be background information on what the photo represents and when and where it was taken. If possible, the information will be in the photo's file name, such as "Fish_Ck_samplesite1_iron_floc_101603". Alternatively, it may be provided with a caption that states the date, location, and describes the subject: for example "MCV-023X.JPG. Taken 10-3-02, Ditch along south side of Alaska Highway that empties into Fish Creek: Note channelization." Submitted project photographs will become property of Department and may be used in future publications.

- **Final Report Evaluating Project Accomplishments and Benefits**

The Grantee will be required to develop a final report that evaluates and describes the project accomplishments and their environmental benefit.

- **Deliverable Format:** (at least 1 electronic and 3 hard copies of each)

All written products are required to be submitted to the Department in both hard copy and electronic format.

Funding Requirements

For Clean Water Act Funds (ACWA) the federal share may not exceed 60% of the eligible project costs, with the applicant providing at least 40% non-federal match.

For Southeast Sustainable Salmon funds the federal share may not exceed 67% of the eligible project costs, with the applicant providing at least 33% of the requested amount must have a non federal match (cash or in-kind).

For 310N funds the federal share and match share are a one-to-one match.

For Set Aside Wellhead Protection funds the federal share has no specific match requirement.

For additional details refer to Appendix F, Article 6

Other Requirements

- **Draft workplan**

It is the Grantees responsibility to submit a draft workplan as part of the grant proposal. Once the award letter is issued, the DEC Project Manager will work with the Grantee to finalize the workplan and initiate the grant agreement process. The workplan and project budget will be revised if necessary to meet the requirements established in the award letter and submitted in a timely manner to the DEC Project Manager.

- **Grant Negotiations**

Each Grantee will be assigned a DEC Project Manager to provide technical assistance, negotiate a final workplan and funding agreement, and oversee the project. The DEC Project Manager will be the primary point of contact for the Grantee.

- **Grant Agreement**

The DEC grants administrator will work with each Grantee to set up a final payment plan and negotiate the final implementation of the grant agreement. Grantees with financial or administrative questions pertaining to the grant, prior to implementation or during the course of the project, should contact the DEC grants administrator.

The grant agreement includes the workplan, budget, payment plan, reporting requirements and grant conditions. The Department reserves the right to vary the terms of the grant agreement based upon the described administrative capacity of the Grantee or past performance. Three copies will be sent to the applicant for signature to be returned to the DEC grants administrator. The grant agreement should be read carefully as it is a legally binding document that establishes the requirements of the grant and the limits of the project. Once signed, no changes can be made to the grant agreement without approval from the Department. The DEC grants administrator will provide a fully executed copy of the grant agreement with notification the Grantee may begin working on the project.

- **Quality Assurance Project Plan, Monitoring Strategy and Sampling Plan**

Prior to the start of all projects that include environmental monitoring, measurements, or data generation, must have a Department approved Quality Assurance Project Plan (QAPP), monitoring strategy, and sampling plan. Depending on the project, these documents may be combined in the QAPP with prior approval from the DEC Project Manager.

- **Amendments**

Changes in the grant agreement may be considered by the Department if the grantee can justify to the Department's satisfaction that the changes are needed. Amendments may be needed for changes to the budget line items over 10%, decreases in scope of work and funding, and substitutions of tasks to achieve the same result. For additional details refer to Appendix F, Article 1.

Grant and Project Duration

The duration of the project established by the grant agreement is binding. Failure to perform according to the workplan and failure to request changes in the workplan from the DEC Project Manager could result in suspension or termination of the project. No activity that takes place before inception and/or after the termination of the grant agreement will be eligible for

reimbursement. Required reports and deliverables outlined in the grant agreement must still be provided even if at the expense of the applicant.

The Department assumes no responsibility for work done, even in good faith, before grant execution.

Contacts

Technical contacts:			
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